



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

February 25, 2010

To: Department Heads, Division Heads, and Personnel Officers

From: Maria Monteagudo, Employee Relations Director

Re: Management Pay Plan Automobile Allowance and Use of City Fleet Vehicles

Effective February 26, 2010, the automobile allowance reimbursement for Management Pay Plan employees will be based on the Internal Revenue Standard Mileage Rate (\$0.50 per mile in 2010). The Common Council and Mayor have approved this change within Section 350-183 (Private Transportation Reimbursement) of the Milwaukee Code of Ordinances. This ordinance change for Management Pay Plan employees also eliminates mileage base rates and the provision that gives certain managers an automobile allowance equal to that granted to subordinate bargaining unit employees. For administrative ease the change in base rate will be effective March 1, 2010. (File #091213).

The Common Council and Mayor have also approved a resolution relating to administrative guidelines for automobile allowance and the use of City fleet vehicles by Management Pay Plan employees. The Department of Employee Relations, with assistance from the Comptroller's Office and the Department of Public Works, is directed to develop citywide administrative guidelines and submit them for approval within 60 days of passage of this resolution. These guidelines shall include criteria for automobile allowance for Management Pay Plan employees and criteria for when an employee should use a City fleet vehicle for work-related travel outside the City. (File #091283)

As a result of these changes, effective Friday February 26, 2010, Management Pay Plan employees who are eligible for automobile allowance per the Positions Ordinance will be reimbursed at the rate of \$0.50 per mile. This change is an increase from the current rate per mile but the automobile allowance will no longer include any base rate. With this change Management Pay Plan employees will be reimbursed for actual miles driven on City business.

The administrative guidelines are currently being developed and will be submitted for approval by the Finance and Personnel Committee in the next few weeks. Please contact Sarah Trotter at 2398 or Andrea Knickerbocker at 3387 if you have any questions.